



NOTICE OF VACANCY

JOB TITLE:	Staff Attorney I
DEPARTMENT:	Law Department
SALARY:	\$57,326.48
CLOSING DATE:	Open Until Filled

MAJOR DUTIES:

Works in the City Law Department as an Assistant to the General Counsel. (One-half time). Serves as Coordinator of the Richmond County Land Bank Authority. (One-half time) Assists in marketing and developing, and planning for the development of Land Bank properties. Assists in handling in rem condemnations of nuisance properties. Assists in acquisitions of real property for Augusta's various needs, including condemnation matters. Advises Housing and Economic Development Department of HUD Rules and Regulations. Represents Government in administrative proceedings as directed by the General Counsel. Renders written and verbal legal opinions as authorized by the General Counsel. Updates and maintains high level of professional skills through attending conferences and seminars relevant to law. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Juris Doctorate Degree. Experience in real estate, real estate development, or similar position and sufficient experience to perform principal duties and responsibilities of the position. Knowledge of real estate law and HUD Rules and Regulations Knowledge of federal and state law and procedure. Knowledge of condemnation procedures. Knowledge and expertise in the principles and practices of law. Skill in oral communication, interpersonal relations, and writing. Skill in conducting legal research. Demonstrated expertise in local government law, litigation and/or related areas of law. Member in good standing of the Bar and must become member of State Bar of Georgia upon first opportunity to take Georgia Bar Exam, if necessary.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV

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We do not discriminate on the basis of Race, Religion, Color, Gender, Age, National Origin or Disability.